MFASIS ACCOUNTING SYSTEM

Function: Process Grants/Grant Charges

OBJECTIVES:

To establish and charge against grants and sub-grants on the MFASIS Accounting System.

SOURCE DOCUMENTS NEEDED:

- Grant Award

- Grant Input Document

- Federal Aid (Grants) Charges Form

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- Federal Aid Master (FM)

- Federal Aid Charge (FX)

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NARRATIVE

The MFASIS system offers the ability to maintain grants and sub-grants separate from organizations, projects and activities. The MFASIS system refers to grants as Federal Aid Processing. A Grant award is received from the Aid Grantor -usually a federal agency. Several of the Grant Accounting tables are statewide reference tables, and will be maintained centrally. The following is a list of the centrally maintained Grant Accounting tables:

- Charge Class Reference Table (CHRG)   Establishes different classes of goods and services and assigns each a standard cost or rate per unit.

- Federal Appropriation Table (FAPP)   Lists each valid federal appropriation unit codes along with the federal appropriation unit name and short name.

- Federal Aid Status Table (FAST)   Lists each valid Grant status along with the status description and status short name. Status codes are used by MFASIS to determine whether revenues and expenditures can be charged to the specified grant.

- Federal Agency Table (FEAG)   Lists each federal grantor from whom the user receives grant funds.

All MFASIS transactions will have a unique Document ID, which includes a transaction code, and agency code and a document number. The transaction code will be FM for the Federal Aid Master transaction which is used to set up grants and FX for the Federal Aid charges transaction which is used to record non-accounting charges against those grants. The Agency code identifies the agency responsible for the transaction. The document number is an eleven character number assigned by the agency. Government-wide Grant numbers will be centrally assigned if they cross agencies. An agency may use a Government-wide grant number internally by using their agency code as the 1st three characters.

The actual expenditure and revenue against these grants are recorded by revenue documents, such as invoices and cash receipts, or expenditure documents such as payment vouchers.

Data entry and approval of grants and their charges is considered to be an agency function and therefore only require the second level of approval.

ACCOUNTING ACTIVITIES:

Federal aid charges have no accounting effect. They are recorded as a "memo" entry against the grant to

which they relate. These transactions are for reporting purposes only. This transaction may be used to record overhead. These changes do increase or decrease the grant budget availability.

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FORMS

A. GRANT INPUT FORM

B. FEDERAL AID (GRANTS) CHARGES FORM

(USE AN AGENCY SPECIFIC FORM
TO RECORD AGENCY FEDERAL AID AWARDS (GRANTS))

FEDERAL AID MASTER

DATE: | /   / | FM 05A | |

ACTION: | E / M / C | AGENCY: | 05A | FED AID NO: | |

RPT ORG: | | START: | /   / | END: | /   / |
                                      MM/DD/YY   MM/DD/YY

FED START MONTH: | | STATUS: | O |

TITLE: | |

FED CAT NO: | | FEDERAL
  (CFDA #)   APPR # : | |

CAN# : | | GOV'T WIDE # : | 05A | |

FED FUNDS: | | | INC / DEC |

TOT FUNDS: | | | INC / DEC |

| AVAIL
                              STATUS FUNDS
RPT CAT: | | | | | | DESCRIPT: | |

                                         AMOUNT: | |

CHANGES

1 FM# 05A | | DATE: | /   / | ACTION: | |

REASON: | |

CHANGE: | |

2 FM# 05A | | DATE: | /   / | ACTION: | |

REASON: | |

CHANGE: | |

3 FM# 05A | | DATE: | /   / | ACTION: | |

REASON: | |

CHANGE: | |

4 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

5 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

6 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

7 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

8 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

9 FM# 05A |_____| DATE: |___/___/___| ACTION: |_____|

REASON: |_____|

CHANGE: |_____|

FX Form

FX DATE: ACCT PERIOD:

UNITS TOTAL: DOCUMENT TOTAL: $

	FY	FUND	AGN CY	ORGN	SUB ORG	APP	ACTV	OBJT	SUB OBJ	REPT CAT	CHG CLS	CHG UNITS	AMOUNT	I/D
01-	98												$	
02-														
03-														
04-														
05-														
06-														
07-														
08-														
09-														
10-														
11-														

MFASIS ACCOUNTING SYSTEM

Function: Process Grants/Grant Charges

USER PROCEDURES

ON-LINE AGENCIES

A. PROCESS GRANTS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency is awarded a federal grant.	Agency staff	Follow agency internal procedures for review and validation of federal grants. Prepare for processing: a) complete a Grants form (optional) b) attach to the Grants form proper supporting documents. c) add the account codes to the FAIT table d) add the grant's unique document ID number to the Grants form
2. Receipt of reviewed and properly coded grant form.	Agency authorizing signature	Sign each grant form.
3. Receipt of agency reviewed and authorized grant.	Agency personnel	Enter FM transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. Perform a quick edit on the transaction, approve it, and put it on hold.
4. FM transaction has been entered into MFASIS. **NOTE**: Steps 3 and 4 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the	Agency supervisor	Apply agency level approval and schedule the transaction for off-line processing.

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
transaction. Please see your agency security coordinator to determine if this is the case.		
5. Receipt of Transaction Reject Report.	Agency personnel Agency clerk	Correct grants rejected on overnight edits. Retain a hard copy of the grant for Agency records.

B. PROCESS GRANT CHARGES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency needs to record non-accounting events (e.g., overhead charges) against a federal grant.	Agency staff	Prepare for processing: a) complete a Federal Aid (Grant) Charge form (optional) b) add the account codes to the grant charge form c) add the grant charge's unique document ID number to the grant charge form d) attach to the grant charge form proper supporting documents.
2. Receipt of reviewed and properly coded grant charge form.	Agency authorizing signature	Sign each grant charge form.
3. Receipt of agency reviewed and authorized grant charge form.	Agency personnel	Enter FX transaction data into the system. See the SYSTEM INPUT GUIDELINES for data entry instructions. Perform a quick edit on the transaction, approve it, and put it on hold.
4. FX transaction has been entered into MFASIS. NOTE: Steps 3 and 4 may be completed simultaneously	Agency supervisor	Apply agency level approval and schedule the transaction for off-line processing.

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
if security for your agency has been established to allow the same person to enter and process final approval of the transaction. Please see your agency security coordinator to determine if this is the case.		
5. Receipt of Transaction Reject Report.	Agency personnel	Correct grant charges rejected on overnight edits.
	Seller Agency clerk	Retain a hard copy of the grant charge for Agency records.

OFF-LINE AGENCIES

A. PROCESS GRANTS

The Grants (FM) capability will not be available to off-line agencies.

B. PROCESS GRANT CHARGES

The Grant Charges (FX) capability will not be available to off-line agencies

MFASIS ACCOUNTING SYSTEM

FEDERAL AID MASTER (FM)

```
FUNCTION:                    DOCID: FM    05A   DH0602          06/05/98 10:02:48 AM
   STATUS: ACCPT            BATID:                    ORG:
 H-                           FEDERAL AID MASTER

           FM DATE: 06 02 98    FFY:      ACTION: M        AGENCY: 05A
         FED AID NO: S298A70019A   RESP ORG:        CMIA PROV/CUST:
     START/END DATE:                      FED FY START:      STATUS:
        TITLE:                            AWARD DATE:
       DSCR 1:
       DSCR 2:
       CONTACT:                                        PHONE:
          FED CAT NO:    .          FED AGCY NAME:
      FED APPR NO:                   CAN NO:        CMIA DRAWDOWN GROUP:
     GOVT-WIDE NO: 05AS298A7019  MAJ FA NO:            ID NO:
     LETTER OF CREDIT NO:           LETTER OF CREDIT AMT:          0.00
     CMIA INDICATOR:    CMIA FUND MTHD:    CMIA RSRC:    CMIA BILL CODE:
               FUNDS            I/D    PCT     POSITIONS      I/D
     FEDERAL   :      9,940.94        100.000       0
     GOV'T     :         0.00           0.000       0
     BOND      :         0.00           0.000       0
     LOCAL/OTHER:        0.00           0.000       0
     TOTAL BUDGT:     9,940.94 I/D:
```

```
FUNCTION:                    DOCID: FM    05A   DH0602          06/05/98 10:03:18 AM
   STATUS: ACCPT             BATID:                    ORG:         001-001 OF 001

     REPT   OH REC  STA   AVAIL                             BUDGET
     CATG   RATE    TUS   FUNDS      DESCRIPTION            AMOUNT      I/D
     ----   ------  ---   -----  ------------------------------ -------------- ---
 01- 8E0A           O     Y                                     9,940.94
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-
 14-
 15-
```

MFASIS ACCOUNTING SYSTEM

The Federal Aid Master (FM) document establishes new grants inclusive of budgetary and descriptive information, or updates the basic information pertaining to an existing grant. A Federal Aid Master (FM) document must be entered and accepted by the system before any accounting documents that reference the new grant will be accepted. Upon acceptance, grant information entered on the Federal Aid Master (FM) document is transferred to Agency Federal Aid Inquiry (AGFA, AGF2), Federal Aid Budget Line Inquiry (FBLT), and Federal Aid Fiscal Year Inquiry (FFFY).

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date. You cannot enter a future date.
Fed Fiscal Year	Default is inferred from **Date of Record**. Enter the last two digits of the grant fiscal year (*yy*).
New/ Modification [Action]	Default is *New [E]*. Select *New [E]* when entering a new grant, *Modification [M]* when modifying an existing grant.
Agency	Required. Enter a valid agency from Agency Index (AGCY).
Fed Aid Number	Required. Enter a unique identifier for the grant. If this is a new grant, the federal aid number must not exist on Agency Federal Aid Inquiry (AGFA, AGF2) for this agency. If modifying an existing grant, the federal aid number must match the original federal aid number.
Organization	Optional. If applicable, enter the organization responsible for administration of this grant. See Organization Index (ORGN) for valid values.
CMIA Provider/ Customer	Conditional. Required if the Advanced Receivables Subsystem (ARS) is installed and **CMIA Indicator** is *CMIA Eligible [C]* or *Drawdown Eligible [Y]*. Enter a valid customer code from Customer (CUST).
	If the Advanced Receivables Subsystem (ARS) is *not* installed and **CMIA Indicator** is *CMIA Eligible [C]* or *Drawdown Eligible [Y]*, this field is optional. Enter a valid provider code from Provider (PROV).
Start Date	Conditional. Required for the initial entry of the grant. Enter the starting date (*mm dd yy*) for the grant.
End Date	Required for the initial entry of the grant. Enter the end date (*mm dd yy*) for the grant. The end date must be chronologically later than the start date.
Fed Fiscal Year Start	Required. Enter the calendar month when the grant starts. For example, if the fiscal year starts in October, enter *10*. The grant fiscal year will then be defined as calendar month 10 of the current year through calendar month 9 of the following year (October through September).
Status	Optional. Enter a valid status. See Federal Aid Status (FAST) for valid values.
Title	Optional. Enter the name of the grant.

Field	Description
Award Date	Optional. If entered, updates **Award Date** on Agency Federal Aid Inquiry (AGFA) as long as the date is valid on Calendar Date (CLDT). To blank out this date, enter an asterisk (*****) in the first character of the field.
Description (1-2)	Optional. Enter a description for this entire grant. Two lines of sixty characters each are provided.
Contact, Phone	Optional. Enter the name and phone number of the person to be contacted in reference to this grant.
Federal Catalog Number	Conditional. Required if **CMIA Indicator** is *CMIA Eligible [C]*. Enter a federal number only if one applies. If entered, the first two characters must reference a federal agency on Federal Agency (FEAG).
Federal Agency Name	Optional. Enter the federal agency related to this grant.
Federal Appropriation Number	Optional. Enter the federal code that connects the grant to a federal appropriation.
CAN Number	Optional. Enter a common accounting number (CAN) only if one applies.
CMIA Drawdown Group	Optional. Enter a valid drawdown group. If **CMIA Indicator** is *Not Eligible [N]*, you must leave this field blank. Refer to Drawdown Group (DDGR) for valid values.
Government-Wide Number	Optional. Enter the connecting number which joins a group of sub-grants together. Use only when applicable.
Major Federal Aid Number	Optional. Enter the major federal aid number only if you wish to connect this grant with other grants for reference purposes.
Federal ID Number	Optional. Enter the federal number identifying the grant.
Letter of Credit Number	Optional. Enter only if a letter of credit should be identified.
Letter of Credit Amount	Optional. Enter a value in dollars and cents (no decimal or commas) only if there is a letter of credit amount associated with this grant.

CMIA Indicator	Default is *No Change [blank]*. This field indicates if the grant is included in the Cash Management Improvement Act (CMIA) drawdown process. Valid values are:
	
	Drawdown Eligible [Y]
	     The grant is not covered by CMIA but will be included in the drawdown process.
	CMIA Eligible [C]
	     The grant is covered by CMIA and will be included in the drawdown process.
	Not Eligible [N]
	     The grant is not covered by CMIA and will not be included in the drawdown process.
	No Change [blank]

MFASIS ACCOUNTING SYSTEM

Field	Description
CMIA Funding Method	Default is *None [blank]*. Required if **CMIA Indicator** is *CMIA Eligible [C]* or *Drawdown Eligible [Y]*; otherwise, select *None [blank]*. Enter a valid Cash Management Improvement Act (CMIA) funding method. Valid values are: *Zero Balance [Z]* *Pre-Issuance [P]* *Average [A]* *Estimated [E]* *Reimbursable [R]* *None [blank]*
CMIA Revenue Source	Conditional. Required if **CMIA Indicator** is *CMIA Eligible [C]* or *Drawdown Eligible [Y]*; otherwise, leave blank. Enter a valid revenue source from Revenue Source Index (RSRC) with a revenue type of *01* (federal).
CMIA Billing Code	Default is inferred from Customer (CUST), if a billing code is entered there. Required if the Advanced Receivables Subsystem (ARS) is installed and **CMIA Indicator** is *CMIA Eligible [C]* or *Drawdown Eligible [Y]*; otherwise, leave blank. Refer to Billing Profile (BPRO) for valid values.
Funds	
Federal	Conditional. Required if **Federal Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from federal sources.
Federal (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select *Increase [I]* if the amount is an increase.
Federal (Percent)	Conditional. Required if **Federal** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the federal revenue source. You must enter a number with three decimal places (e.g. 50.000).
Government	Conditional. Required if **Government Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from government sources.
Government (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select *Increase [I]* if the amount is an increase.
Government (Percent)	Conditional. Required if **Government** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the government revenue source. You must enter a number with three decimal places (e.g. 50.000).
Bond	Conditional. Required if **Bond Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from bond sources.

Field	Description
Bond (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select *Increase [I]* if the amount is an increase.
Bond (Percent)	Conditional. Required if **Bond** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the bond revenue source. You must enter a number with three decimal places (e.g. 50.000).
Local/Other	Conditional. Required if **Local/Other Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from local or other sources.
Local/Other (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select *Increase [I]* if the amount is an increase.
Local/Other (Percent)	Conditional. Required if **Local/Other** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from local or other revenue sources. You must enter a number with three decimal places (e.g. 50.000).
Total Budget	Conditional. Required if **Federal Percent**, **Government Percent**, **Bond Percent**, or **Local/Other Percent** is entered; otherwise, optional. Enter the sum of all budgeted amounts.
Total Budget (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select *Increase [I]* if the amount is an increase.
Positions	
Federal, Government, Bond, Local/ Other	Optional. Enter funded positions in the appropriate fields representing revenue by which types are funded.
Federal, Government, Bond, Local/ Other (Inc/Dec)	Default is *Default [blank]*. Select *Decrease [D]* if the amount represents a decrease to an existing grant budget position; otherwise optional. Select *Increase [I]* if the amount is an increase.
Line Information	
Reporting Category	Required. Enter the code identifying a certain portion of the entire grant.
Overhead Recovery Rate	Optional. Enter the percent at which indirect costs are recovered.
Status	Default is *No Change [blank]*. Select *Open [O]* If this budget line is open, or *Closed [C]* if it has been closed.

Field	Description
Available Funds	Default is **No Change [blank]**. Select **Yes [Y]** to reject expenditure documents that exceed the available budget authority for this reporting category.
Description	Optional. Enter a description for this grant budget line.
Budget Amount	Required. Enter the amount of this portion of the grant. The sum of the budget line amounts must equal the total grant amount.
Inc/Dec	Default is **Default [blank]**. Select **Decrease [D]** if the amount represents a decrease to an existing grant budget. Select **Increase [I]** if the amount is an increase.

FEDERAL AID CHARGE (FX)

```
FUNCTION:                    DOCID: FX   05A  ABR0601          06/05/98 10:04:51 AM
   STATUS: ACCPT               BATID:                  ORG:         001-001 OF 001
 H-                              FEDERAL AID CHARGE

       FX DATE: 06 01 98              ACCTG PRD:
   UNITS TOTAL:     0.00      DOCUMENT TOTAL:     203,468.00

    FY    FUND   AGCY   ORGN/SUB   APPR UNIT   ACTV   FUNC   OBJ/SUB   REPT
    --    ----   ----   --------   ---------   ----   ----   -------   ----
    CHRG CLASS   CHRG UNITS    AMOUNT          I/D
    ----------   ----------   --------------   ---
 01- 98   013    05A    6346       572                            6306      8DVE
                                   203,468.00
 02-

 03-

 04-

 05-
```

The Federal Aid Charge (FX) document records indirect, non-accounting charges against a grant. Examples include an allocated charge for computer usage, grant monthly funds or a per hour charge for use of a vehicle. When Federal Aid Charge (FX) documents are accepted into the system, the full charge amount will update Agency Federal Aid Inquiry (AGFA, AGF2), Federal Aid Budget Line Inquiry (FBLT), and Federal Aid Fiscal Year (FFFY). If the grant is linked to an government-wide grant, Government-Wide Federal Aid (GVFA) will also be updated.

Field	Description
Date of Record	Required. Enter the date (*mm dd yy*) this document is entered into the system. May not be less than the set up date or greater than the expiration date of the grant. If no date is entered this defaults to the current date.
Accounting Period	Default is inferred from **Date of Record**. If you want this document recorded in

Field	Description
	another accounting period, you must enter an open period (*mm yy*). You cannot enter a future accounting period.
Units Total	Default is **0.00**. Required if **Units** is entered on the document. Must equal the net sum of all units entered on the document (increases and decreases).
Document Total	Default is **0.00**. Required if any amounts are entered on the document. Must equal the net sum of all dollars entered on the document. This field is not affected by amounts computed from a charge class times units entry.
Fiscal Year	Default is inferred from **Date of Record**. If you want this entry recorded in a different fiscal year, you must enter an open year (*yy*).
Fund	Required. Enter the fund associated with this charge. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency associated with this charge. See Agency Index (AGCY) for valid values.
Organization/ Sub	Conditional. **Organization** is optional based on the Control Options found on Fund Agency Index (FAGY). **Sub-Organization** may only be used if **Organization** is entered.
Appropriation Unit	Required if **Appropriation Control Option** is *C* (full control) or *P* (presence control) on Fund Index (FUND). Enter the appropriation code associated with this charge. Valid values are on Appropriation Inquiry (EAP2).
Activity	Optional. Enter a valid activity from Activity Index (ACTV).
Function	Optional. Enter a valid function from Function (FUNC).
Object/Sub	Optional. Enter a valid object and sub-object. See Object Index (OBJT) and Sub-Object (SOBJ) for valid values.
Reporting Category	Required. Enter the reporting category that identifies this portion of the grant.

Field	Description
Charge Class	Conditional. Required if the amount is not entered. If entered, must be valid on Charge Class (CHRG).
Charge Units	Conditional. Required if **Charge Class** is entered; otherwise, optional. You must enter seven digits with two decimals (*nnnnn.nn*). Maximum number of units is ***99999.99***.
Amount	Required if **Charge Class** and **Units** were not entered; otherwise optional.
Inc /Dec	Default is ***Default [blank]***. Select ***Increase [I]*** for increases and ***Decrease [D]*** for decreases to **Amount**.